

<b>T0:</b> Records Administration Branch 702 Magazine Building		<b>FROM:</b> (DIRECTORATE AND OFFICE) Office of the <del>DDX</del> DD/M&S	
<b>SAFES</b>		<b>SQ FT</b>	<b>TOTAL NO. OF SAFES ON HAND</b>
2 Drawer (under desk)			----
2 Drawer (free standing)		130	13
4 Drawer (correspondence)		190	19
5 Drawer (correspondence)			--
All purpose (with doors)			--
Map and Plan File			--
Kardex (_____ Slides)			--
- Drawer Card (_____ size card; _____ inches per drawer)			--
- Drawer Card (_____ size card; _____ inches per drawer)			--
OTHER (describe)			--
<b>CABINETS</b>			<b>TOTAL NO. OF CABINETS ON HAND</b>
4 Drawer (correspondence)			--
5 Drawer (correspondence)			--
Map Cabinet Sections		32.5	1
Map and Plan File			
Kardex (_____ Slides)			--
Safe-T-Stack Units		19.0	(18) Drawers
2 - Drawer Card ( 3 x 5 size card; 46 inches per drawer)			
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe)			+
Storage Cabinet			

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	12.8	2	1 = 3 1 = 2	5	67
Tape shelves					
Conserv-A-File (roll out units)	39.0 11.3	39 33 1/2	3 1	6 6	24 75
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

## REMARKS:

(over) x  $\frac{424.6 \text{ sq ft. floor space}}{9.0}$   
 $\frac{415.6}{1}$

Include number of secure and vault areas in which records are stored 1

- ✓ 1 Xerox machine - 7D18 Hqs.
- ✓ 1 Thermo-fax machine - 2E45 Hqs.

STATINTL

28 June 1973

DATE

SIGNATURE OF RECORDS MANAGEMENT OFFICER

<b>T0:</b> Records Administration Branch 702 Magazine Building	<b>FROM:</b> (DIRECTORATE AND OFFICE) DD/M&S, Office of Communications
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SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	122 -
2 Drawer (free standing)	52 +
4 Drawer (correspondence)	406 -
5 Drawer (correspondence)	7 +
All purpose (with doors)	3 -
Map and Plan File	1 -
Kardex ( <u>16</u> Slides)	1
8 - Drawer Card ( <u>Varied</u> size card; <u>48</u> inches per drawer)	16 +
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe) Kardex (17 Slides)	13 -
Acme (18 Slides)	1 +

CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	36 +
5 Drawer (correspondence)	53 +
Map Cabinet Sections <span style="float: right;">3 Drawers</span>	2 +
<span style="float: right;">5 Drawers</span>	29 +
Map and Plan File	17 +
Kardex ( <u>16</u> Slides)	8 -
<del>XXXXXX</del> Map Case, 25 Drawers (1" high Drawers)	1 +
10 - Drawer Card ( <u>3 1/4 x 7 1/2</u> size card; <u>48</u> inches per drawer)	1
28 - Drawer Card ( <u>14x18x1</u> size card; _____ inches per drawer)	1
OTHER (describe) 1 Drawer (correspondence)	4 +
2 Drawer (correspondence)	5 +
7 Drawer (correspondence)	2
Acme (18 Slides)	1 +

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	Varied				65
Library type	36	46 average Varied		550	1,650 +
Book Case Sections	33	65 average Varied		774	2,129 +
Tape shelves					
Conserv-A-File (roll out units)	33.5	(see remarks)			678 +
Conserv-A-File-V (side roll)	36	5	6	54	162
Elevator (power files) SIMPLIFIND	60	(1) 1	12 14	12 14	60 70
<del>XXXXXXXXXX</del> SELECT-A-FILE (POWER)	66	(1)	14	14	77 +
Remington Rand ELECTRA-FILE (POWER) Movable Shelves ( <del>xxxxxx</del> )	66	2	16	32	176 -
Remington Rand LEKTRIEVER (POWER) Movable Shelves (motorized)	66	1	16	16	88
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe)					
Acme & Diebold Visible Files (strip type) - 800 pages					
Microfilm (16mm) Cartridge Storage Unit - 400 Slots					

REMARKS:

Include number of secure and vault areas in which records are stored 32

	NBR SECTIONS	SHELVES HIGH	TOTAL SHELVES	CAPACITY	
*CONSERV-A-FILE,	(10)	2	20	56	+
*TAB AND *SYSTEMS	8	4	32	89	+
	25	5	125	349	+
	11	6	66	184	

\*There are three trade names for this type equipment. The dimensions are very similar and can be fixed for either paper or magnetic tape storage.

Total estimated square feet: 10,413

STATINTL

16 July 73  
DATE

for

SIGNATURE OF RECORDS MANAGEMENT OFFICER

<b>T0:</b> Records Administration Branch 702 Magazine Building	<b>FROM:</b> (DIRECTORATE AND OFFICE) DDS/Logistics (Hqs.)
SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	28
2 Drawer (free standing)	49 (+)
4 Drawer (correspondence)	184 (-)
5 Drawer (correspondence)	9 (-)
All purpose (with doors)	n8 (+)
Map and Plan File	4 (-)
Kardex ( _____ Slides)	17 (+)
- Drawer Card ( _____ size card; _____ inches per drawer)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe) 3 Drawer	1
7 Drawer Card	1
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	14 (-)
5 Drawer (correspondence)	70 (-)
Map Cabinet Sections	95 (-)
Map and Plan File	
Kardex ( _____ Slides)	5
Safe-T-Stack Units	23
- Drawer Card ( _____ size card; _____ inches per drawer)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe) 7 Drawer	1
Hanging Wall File	4
Microfilm Table w/2 drawers	1
Supply Cabinets	21 (-)

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type		1		7	216 (+)
Library type		43		184	607 (+)
Book Case Sections		176		306	782.05 (-)
Tape shelves					
Conserv-A-File (roll out units)		75		331	993 (-)
Conserv-A-File-V (side roll)					
Elevator (power files)		13		149	830
Add-A-Shelf		3		3	9 (-)
Movable Shelves (manual)		24		144	420 (-)
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe) Open Shelving		4		28	112
Conserv-A-File roll out for cards		1		6	90

## REMARKS:

Include number of secure and vault areas in which records are stored 18

☒ Tub file 1  
☒ Flexoline 1  
☒ Rotary 4  
☒ Addressograph plate 2  
☒ Various cabinets with & without doors 73

STATINTL

17 July 73  
DATE

CER

OFFICE OF LOGISTICS

Report of Square Feet of Floor Space used for Filing Equipment:

Total Sq. Ft. 6,925

<b>T0:</b> Records Administration Branch 702 Magazine Building		<b>FROM:</b> (DIRECTORATE AND OFFICE) <b>DDS/Medical Services</b>
<b>SAFES</b>		<b>TOTAL NO. OF SAFES ON HAND</b>
2 Drawer (under desk)		9
2 Drawer (free standing)		18
4 Drawer (correspondence)		73
5 Drawer (correspondence)		
All purpose (with doors)		
Map and Plan File		
Kardex ( <u>17</u> Slides)		2
10 - Drawer Card ( <u>3 x 5</u> size card; <u>24</u> inches per drawer)		2
5 - Drawer Card ( <u>5 x 8</u> size card; <u>30</u> inches per drawer)		2
OTHER (describe) 8 - Drawer Card (5 x 8 size card: 28 inches per drawer)		2
<b>CABINETS</b>		<b>TOTAL NO. OF CABINETS ON HAND</b>
4 Drawer (correspondence)		1
5 Drawer (correspondence)		7
Map Cabinet Sections		
Map and Plan File		
Kardex ( _____ Slides)		
Safe-T-Stack Units		
10 - Drawer Card ( <u>3 x 5</u> size card; <u>48</u> inches per drawer)		2
70 - Drawer Card ( <u>1½ x 3</u> size card; <u>21</u> inches per drawer)		1
OTHER (describe)		

Continue on reverse side



SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	36	19	8	152	456
Library type	36	4	8	32	96
		9	7	63	189
Book Case Sections	33	194	--	194	533
Tape shelves					
Conserv-A-File (roll out units)	80½	1	32	32	215
Conserv-A-File-V (side roll)	52	10	16	160	693.3
Elevator (power files)	24	1	8	8	16
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (5 x 8 size card; 24 ins per dr)	24	4	10	40	80
OTHER (describe) Card Shelves (7 3/8 x 3½); 24 ins. per dr. 24		8	2	16	32
X-Ray Files (14"X17") Shelves 36"X15"	36	12	7	84	252

## REMARKS:

Include number of secure and vault areas in which records are stored 5

*Square feet of floor space - 2,264*

7/17/73

DATE

STATINTL

MANAGEMENT OFFICER

<b>T0:</b> Records Administration Branch 702 Magazine Building	<b>FROM:</b> (DIRECTORATE AND OFFICE) DDS/Security (Hqs.)
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SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	169
2 Drawer (free standing)	44
4 Drawer (correspondence)	193
5 Drawer (correspondence)	33
All purpose (with doors)	8
Map and Plan File	0
Kardex ( <u>34</u> Slides)	4
8 - Drawer Card ( <u>tab</u> size card; <u>52</u> inches per drawer)	1
5 - Drawer Card ( <u>3 x 5</u> size card; <u>100</u> inches per drawer)	7
OTHER (describe)	

CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	3
5 Drawer (correspondence)	23
Map Cabinet Sections	0
Map and Plan File	0
Kardex ( <u>      </u> Slides)	0
Safe-T-Stack Units	
1 - Drawer Card ( <u>3 x 5</u> size card; <u>15</u> inches per drawer)	1
2 - Drawer Card ( <u>3 x 5</u> size card; <u>16</u> inches per drawer)	3
OTHER (describe)	
2 - Door All Purpose Supply Cabs	19
4 - Drawer Card (3 x 5 size card; 16 inches per drawer)	1
10 - Drawer Card (3 x 5 size card; 48 inches per drawer)	15
54 - Drawer Card (3 x 5 size card; 18 inches per drawer)	27

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	36	693	6-7-8	5532	16,135
Library type	36	4	7	28	84
Book Case Sections	33	47	varies	167	431
Tape shelves	--	--	--	--	--
Conserv-A-File (roll out units)	42	25	5-6	141	470
Conserv-A-File-V (side roll)	--	--	--	--	--
Elevator (power files)	78	1	--	32	396
	51	1	--	32	357
Add-A-Shelf	--	--	--	--	--
Movable Shelves (manual)	--	--	--	--	--
Movable Shelves (motorized)	--	--	--	--	--
CARD SHELVES (____size card; ____ins per dr)	--	--	--	--	--
OTHER (describe)					
✓ Tub Files - 3 x 5 trays - 240" P.T.				4 tubs	80
✓ 5 x 8 Locator Card File (10" length)					1
✓ 3 x 5 Revolving Wheel					1

## REMARKS:

Include number of secure and vault areas in which records are stored 15

STATINTL

16 July 1973

DATE

OFFICER

Equipment Inventory Comparisons (Hqtrs)

(FY-1972 - FY-1973)

SAFES

	<u>FY-1972</u>	<u>FY-1973</u>	<u>Inc/Dec</u>
2 Drawer (under desk)	151	169	+ 18
2 Drawer (free standing)	71	44	- 27
4 Drawer (correspondence)	223	193	- 30
5 Drawer (correspondence)	47	33	- 14
All purpose (with doors)	10	8	- 2
Map and Plan File	0	0	----
Kardex ( 34 Slides)	4	4	No Change
8 Drawer Card	1	1	No Change
5 Drawer Card	8	7	- 1

CABINETS

4 Drawer (correspondence)	2	3	+ 1
5 Drawer (correspondence)	27	23	- 4
Map and Plan File	0	0	----
Kardex ( Slides)	0	0	----
Safe-T-Stack Units	0	0	----
1 Drawer Card	1	1	No Change
10 Drawer Card	16	15	- 1
2 Drawer Card	3	3	No Change
4 Drawer Card	1	1	No Change
54 Drawer Card	27	27	No Change
2 Door Supply Cabinets	19	19	No Change

SHELVING

	<u>FY-1972</u>	<u>FY-1973</u>	<u>Inc/Dec</u>
	Sections/Shelves	Sections/Shelves	Sections/Shelves
Correspondence type	690 - 5514	693 - 5532	+ 3 - + 18
Library type	5 - 31	4 - 28	- 1 - - 3
Book Case			
Sections	59 - 262	47 - 167	- 12 - - 120
Tape Shelves	----	----	----
Conserv-A-File (Roll Out)	22 - 91	25 - 141	+ 3 - + 50

Administrative - Internal Use Only

SHELVING Continued

	<u>FY-1972</u>		<u>FY-1973</u>		<u>Inc/Dec</u>
	Sections/Shelves		Sections/Shelves		Sections/Shelves
Conserv-A-File V (Slide)	-- - --		-- - --		-- - --
Elevator (power)	2 - 64		2 - 64		No Change
Add-A-Shelf	-- - --		-- - --		-- - --
Movable Shelves (Manual)	-- - --		-- - --		-- - --
Movable Shelves (Motorized)	-- - --		-- - --		-- - --
Card Shelves	-- - --		-- - --		-- - --
Tub Files	4 - 20		4 - 20		No Change
Locator Card File	1 - 1		1 - 1		No Change
Revolving Wheel File	1 - 1W		1 - 1W		No Change

VAULTS

<u>FY-1972</u>	<u>FY-1973</u>	<u>Inc/Dec</u>
14	15	+ 1

**Administrative - Internal Use Only**

**Administrative - Internal Use Only**

File Equipment and Working Space Utilization

(Square Feet)

SAFES

<u>TYPE</u>	<u>ON HAND</u>	<u>SPACE</u>
2 Drawer (under desk)	169	1690 sq. feet
2 Drawer (free standing)	44	440 sq. feet
4 Drawer (correspondence)	193	1930 sq. feet
5 Drawer (correspondence)	33	330 sq. feet
All purpose (with doors)	8	100 sq. feet
8 Drawer Card	1	14 sq. feet
5 Drawer Card	7	98 sq. feet

CABINETS

4 Drawer (correspondence)	3	26.1 sq. feet
5 Drawer (correspondence)	23	200.1 sq. feet
1 Drawer Card	1	Desk top tray
2 Drawer Card	3	Desk top tray
4 Drawer Card	1	Desk top tray
54 Drawer Card	27	351 sq. feet
10 Drawer Card	15	126 sq. feet
2 Door Supply Cabinets	19	163.4 sq. feet

SHELVING

Correspondence Type	693 Sections	4677 sq. feet
Library Type	4 Sections	25 sq. feet
Book Case Sections	47	300.8 sq. feet
Conserv-A-File (roll out)	25 Sections	325 sq. feet
Elevator (power files)	2 Machines	74.4 sq. feet
✓Tub Files	4 Tubs	82 sq. feet

Total Utilization ----- 10,952.6 sq. feet

**Administrative - Internal Use Only**

15 JUN 1964

## FILING EQUIPMENT INVENTORY

Approved For Release 2002/09/26 : CIA-RDP76-00883R000100060035-4

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDS/Support Services		TOTAL SQ. FT. FLOOR SPACE 105.5
SAFES			SQ. FT.	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)				
2 Drawer (free standing)			20	2
4 Drawer (correspondence)			60	6
5 Drawer (correspondence)				
All purpose (with doors)				
Map and Plan File				
Kardex (_____ Slides)				
- Drawer Card (_____ size card; _____ inches per drawer)				
- Drawer Card (_____ size card; _____ inches per drawer)				
OTHER (describe)				
CABINETS				TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)				
5 Drawer (correspondence)				
Map Cabinet Sections				
Map and Plan File				
Kardex (_____ Slides)				
Safe-T-Stack Units				
- Drawer Card (_____ size card; _____ inches per drawer)				
- Drawer Card (_____ size card; _____ inches per drawer)				
OTHER (describe)				

ORS

Continue on reverse side

Approved For Release 2002/09/26 : CIA-RDP76-00883R000100060035-4

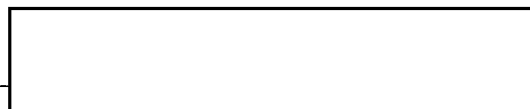
SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS UNITS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	12.8	30	2	X 6	15 <del>11 1/2</del>
Tape shelves					
Conserv-A-File (roll out units)	12.7	36	1	5	24
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored \_\_\_\_\_

STATINTL

6/14/73  
DATE





<b>T0:</b> Records Administration Branch 702 Magazine Building		<b>FROM:</b> (DIRECTORATE AND OFFICE)  DD/M&S/SAIC
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		
2 Drawer (free standing)		1
4 Drawer (correspondence)		3
5 Drawer (correspondence)		
All purpose (with doors)		
Map and Plan File		
Kardex (_____ Slides)		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		
CABINETS		TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		
5 Drawer (correspondence)		
Map Cabinet Sections		
Map and Plan File		
Kardex (_____ Slides)		
Safe-T-Stack Units		
- Drawer Card (_____ size card; _____ inches per drawer)		
- Drawer Card (_____ size card; _____ inches per drawer)		
OTHER (describe)		

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections					
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					
Credenzas	38	2	2	4	12.6

## REMARKS:

Include number of secure and vault areas in which records are stored \_\_\_\_\_

30 July 1973

DATE

STATINTL

EMENT OFFICER

<b>T0:</b> Records Administration Branch 702 Magazine Building		<b>FROM:</b> (DIRECTORATE AND OFFICE)  DD/M&S/RAB	
SAFES		TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)			
2 Drawer (free standing)		4	
4 Drawer (correspondence)		7	
5 Drawer (correspondence)			
All purpose (with doors)			
Map and Plan File			
Kardex ( _____ Slides)			
- Drawer Card ( _____ size card; _____ inches per drawer)			
- Drawer Card ( _____ size card; _____ inches per drawer)			
OTHER (describe)			
CABINETS		TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)			
5 Drawer (correspondence)			
Map Cabinet Sections			
Map and Plan File			
Kardex ( _____ Slides)			
Safe-T-Stack Units			
- Drawer Card ( _____ size card; _____ inches per drawer)			
- Drawer Card ( _____ size card; _____ inches per drawer)			
OTHER (describe)			

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections	36	4	3-2's 1-3	9	27
Tape shelves					
Conserv-A-File (roll out units)	41	1	6	6	25
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					
Credenza	38	1	2	2	6.3

## REMARKS:

Include number of secure and vault areas in which records are stored \_\_\_\_\_

30 July 1973

DATE

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STATINTL

NT OFFICER

<b>T0:</b> Records Administration Branch 702 Magazine Building	<b>FROM:</b> (DIRECTORATE AND OFFICE)  <b>DDS/Reg. Control</b>
SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	6
2 Drawer (free standing)	1
4 Drawer (correspondence)	8
5 Drawer (correspondence)	-
All purpose (with doors)	-
Map and Plan File	-
Kardex ( _____ Slides)	5
- Drawer Card ( _____ size card; _____ inches per drawer)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe)	
2-drawer "Panel Safe" for Reimington Rand panels	1
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	
5 Drawer (correspondence)	
Map Cabinet Sections	
Map and Plan File	
Kardex ( _____ Slides)	
Safe-T-Stack Units	
- Drawer Card ( _____ size card; _____ inches per drawer)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe)	

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections					
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored \_\_\_\_\_

STATINTL

30 July 73  
DATE



<b>T0:</b> Records Administration Branch 702 Magazine Building	<b>FROM:</b> (DIRECTORATE AND OFFICE) DDM&S/Training
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SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	11 +
2 Drawer (free standing)	22 -
4 Drawer (correspondence)	260 +
5 Drawer (correspondence)	4 +
All purpose (with doors)	4 -
Map and Plan File	0 -
Kardex ( <u>17</u> Slides) (5 x 8)	17 +
- Drawer Card ( _____ size card; _____ inches per drawer)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe)	

CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	16 -
5 Drawer (correspondence)	126 +
Map Cabinet Sections	31 +
Map and Plan File	0
Kardex ( <u>17</u> Slides)	2 +
Safe-T-Stack Units	
- Drawer Card ( <u>3 X 5</u> size card; <u>varied</u> inches per drawer)	(34) +
- Drawer Card ( <u>5 X 8</u> size card; _____ inches per drawer)	(17) +
OTHER (describe)	
2 x 2" slide file (2 sections of 5 drawers each)	2
10 Compartment film storage cabinets (20 reels movie film each)	4
All Purpose (w/doors) (20)	18

ADMINISTRATIVE - INTERNAL USE ONLY

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	36	29	Varied	364	1,092 -
Library type	36	30 aver.	30	1,085	3,255 +
Book Case Sections	30-40	295 aver.	Varied	795	2,000 +
Tape shelves	36-48	11 aver.		376	1,139 +
Conserv-A-File (roll out units)	36	4	5	20	60 -
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf	34	93	Varied	698	1,978 +
Movable Shelves (manual)	36-41	6	6	36	118 -
Movable Shelves (motorized)					
CARD SHELVES (3x5 size card; 5x8 size card; _____ ins per dr)	15 8	10	Varied	54	122 +
OTHER (describe) Shelves, 24 x 36"	36	2	6	12	36
Undercounter shelves	Varied	3	2	6	52
Film Racks	36	7	5	35	105
Rack, pamphlets & periodicals	20 3/4" Varied	2	Varied	7	47

REMARKS:

Include number of secure and vault areas in which records are stored 25

The plus or minus symbol indicates an increase or decrease in the current total from last year's inventory.

STATINTL

30 July 1973

DATE

ADMINISTRATIVE - INTERNAL USE ONLY



<b>T0:</b> Records Administration Branch 702 Magazine Building	<b>FROM:</b> (DIRECTORATE AND OFFICE)  DDS/Personnel
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SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	36 + 4
2 Drawer (free standing)	22 + 4
4 Drawer (correspondence)	185 + 5
5 Drawer (correspondence)	1
<b>Custody Safes (DIAB)</b>	
All purpose (with doors)	2
<b>Mozler (Credit Union) 1</b>	
Map and Plan File	
Kardex (_____ Slides)	
5 - Drawer Card ( <u>3x5</u> size card; _____ inches per drawer)	1
8 - Drawer Card ( <u>5x8</u> size card; _____ inches per drawer)	1
OTHER (describe)	

CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	5 } +1
5 Drawer (correspondence)	30 }
Map Cabinet Sections	
Map and Plan File	
<b>Electra 540</b>	
Kardex (_____ Slides) on	9
<b>Manual Kardex, 16", 17" - 2 safe</b>	2
Safe-T-Stack Units	
Double Drawer Card ( <u>3x5</u> size card; <u>22</u> inches per drawer) (3.1)	
10 - Double drawer (2 rows ea) <u>5x8</u> size card; <u>11x24</u> inches per drawer (3.5)	
OTHER (describe)	
Drawer Card files - (8 1/2 x 23 1/2 size drawer) for Passport envelopes (90 drawers)	1
Rolldex Tubs (SPD/CARB) for 3x5 cards - 2	2 tubs

37.5 square ft.

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type	36	64		448	1344
Library type					
Book Case Sections	33	47		132	363
Tape shelves					
Conserv-A-File (roll out units)	36	13		74	222
Conserv-A-File - Roll Out	25½	162	4	648	1388
Conserv-A-File (Side) 5 back 4 back	36	1 Unit	7	63	180
4 back, 3 front	30	1 Unit	7	49	139.8
Add-A-Shelf <i>Open Shelving</i>	36	2	8	72 192	216 576
Movable Shelves (manual)		96	10	7	560
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe) Wooden shelf cabinets on top of safes OD/Pers					
Wooden shelving (MMPD)	48	2	8		26 2/3
Tape Racks (2) Credit Union					
REMARKS:					
Include number of secure and vault areas in which records are stored <u>13</u>					
<i>13 Vaulted Areas.</i>					
27 July 1973					
DATE					
STATINTL					
OFFICER					

SHELVING	UNIT WIDTH	NUM.	SHELVES	TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
Correspondence type	36	5		35	105
	36	3	7	21	63
Library type					
Book Case Sections	36	1		3	9
	38	1		2	6 1/3
	33	49		146	385.3
Tape shelves					
2 Tape racks (CU)					
Conserv-A-File (roll out units)	36	4	5	20	60.
	36	9	6	54	162.
Conserv-A-File-V (side roll)	25 1/2	162	4	648	1388
	36	Unit	7	63	180
Conserv-A-File-V (side roll)		Unit	7	49	139
Open Shelving	36	25	8	192	575.2
	36	1	5	5	14.1
	36	9		71	213.
FULL SPACE 96x88 (filling area)	96	10	7	70	560
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe)					
Wooden shelf cabinets on top of safes-OD/Perz					
Wooden Shelving (MPB)	48	2	8		26 2/3

REMARKS:

Include number of secure and vault areas in which records are stored 13

27 July 1973

DATE

STATINTL

MANAGEMENT OFFICER

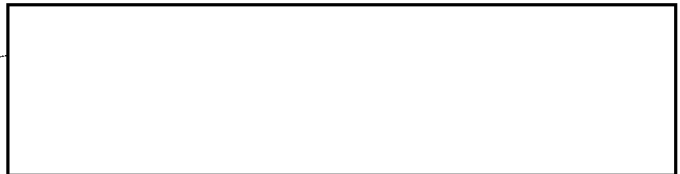
1 August 1973

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT: Annual Report of Records Volume -  
SIPS Task Force

1. The 51% increase in records volume shown in the attached Report of Records Holdings for the SIPS Task Force can be attributed to the intense increase in Task Force activity over the past fiscal year in moving towards project implementation, the writing and assembly of user (customer) and operations procedure manuals, and the formalization of specification and requirements documentation expected at this phase of the project. Since the Task Force (now known as OJCS/MAP) has reached this point, efforts can now be made through the developing fiscal year to reduce the size of various project and work reference files through destruction or through transfer of scheduled materials to the Records Center. In lieu of attempting to establish a records control schedule [now in draft form] for the SIPS Task Force [now defunct], MAP will use the schedule already established for OJCS.

2. No attempt has been made to complete the FilingSTATINTL Equipment Inventory since equipment used by the Task Force belongs to OJCS.



*No equip  
inventory  
S&OJCS*

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDM&S/Finance	
SAFES		Floor Space Square Footage	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		480.	48
2 Drawer (free standing)		190.	19
4 Drawer (correspondence)		1,170.	117
5 Drawer (correspondence)		380.	38
All purpose (with doors)		49.6	4
Map and Plan File		<del>25.2</del>	<del>4</del>
Kardex ( <u>17</u> Slides)		25.2	4
- Drawer Card ( _____ size card; _____ inches per drawer)			
- Drawer Card ( _____ size card; _____ inches per drawer)			
OTHER (describe)			
8 - drawer safe (28 $\frac{1}{2}$ " x 17 $\frac{1}{2}$ " inside) (microfilm or currency)		30.	3
CABINETS			TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		10.	1
5 Drawer (correspondence)		900.	90
Map Cabinet Sections			
Map and Plan File			
Kardex ( _____ Slides)			
Safe-T-Stack Units			
10 - Drawer Card ( <u>7x3</u> size card; <u>44</u> inches per drawer)		99.6	12
* - Drawer Card ( <u>3x5</u> size card; <u>48</u> inches per drawer)		11.2	2
OTHER (describe)			
2 - drawer card (3x5 size card; 16" per drawer)		0.	20 units
8 - drawer card (4x12, 24" per drawer)		6.1	1

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections					
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

## REMARKS:

Include number of secure and vault areas in which records are stored \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF RECORDS MANAGEMENT OFFICER

Approved For Release 2002/09/26 : CIA-RDP76-00883R000100060035-4

SHELVING	SQUARE FOOTAGE FLOOR SPACE	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
			SECTIONS	SHELVES HIGH		
Correspondence type		36"	1 19 20 17 3	5 6 7 8 9	422	1,276
	405.5					
Library type	93.8	36	1 2 12	3 2 7	91	271
Book Case Sections			3 14 9 7	1 3 4 5	104	259
	198.0	33				
Conserv-A-File (roll out units)	302.0	32	22 legal 2 letter	1 5	120	320.
	25.4	34.5	2	20		58
Conserv-A-File-V (side roll)	281.25	34.5	25	9	225	647
Elevator (power files)						0
Add-A-Shelf						0
Movable Shelves (manual)						0
Movable Shelves (motorized)						0
CARD SHELVES (____ size card; ____ ins per dr)						0
OTHER (describe)			4	1	1	5
1. Sorting Unit	0	58	1	2	2	10
2. Sorting Unit	0	33	3	5	15	13
3. Sorting Unit	7.5	36	3	3	9	9
4. Sorting Unit	7.5	36	3	12	36	36
5. Storage type shelving	26.25	42	3	7	21	74
6. Magazine/literature display rack (2" deep per row, 8 rows, 42" wide)	9.0					6

## REMARKS:

Include number of secure and vault areas in which records are stored 8

STATINTL

31 July 1973  
DATE